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way. The new edition is about four and one-half times the size of the previous one, but the point of view and problems of the small library have been steadily maintained, and each addition has unquestionably strengthened the work and increased its value to the untrained librarian. The chairman was empowered to fix price of new edition.

Miss Margaret Mann reported to the secretary that her list of subject headings for a juvenile catalog would probably be completed and ready for printing in February.

Voted, that upon receipt of manuscript it be referred to Mrs. Elmendorf for examination, and upon her approval the secretary be authorized to print, provided cost does not exceed \$1,000, in which event a correspondence vote of the Board is to be taken.

Voted, to print in the "Foreign Booklist" series a list of Bohemian books prepared by Mrs. Eleanor E. Ledbetter and assistants at Broadway branch of the Cleveland Public Library.

Mr. Charles E. Rush, through the secretary, reported progress on the pamphlet on library advertising which he is preparing.

Miss Mary J. Booth also reported progress on the lists of material obtainable free or at small cost which she is compiling.

COUNCIL

The Council held sessions at Hotel La Salle, Chicago, on the afternoons of December 30 and 31, 1914. The following 49 members were present: H. C. Wellman, W. N. C. Carlton, Mary L. Titcomb, George H. Locke, T. W. Koch, H. W. Craver, Mary W. Plummer, J. T. Jennings, W. H. Brett, Henry J. Carr, E. C. Richardson, F. P. Hill, C. W. Andrews, A. E. Bostwick, N. D. C. Hodges, J. I. Wyer, Jr., Mrs. H. L. Elmendorf, Henry E. Legler, Elias J. Lien, M. S. Dudgeon, R. H. Johnston, Johnson Brigham, Sula Wagner, Chalmers Hadley, A. S. Root, Caroline Burnite, Mary Eileen Ahern, Alice S. Ty-

ler, Adam Strohm, Corinne Bacon, Effie L. Power, George F. Bowerman, Linda A. Eastman, Grace D. Rose, Clara F. Baldwin, Josephine A. Rathbone, Mrs. Harriet P. Sawyer, W. O. Carson, W. H. Kerr, S. H. Ranck, Edith Tobitt, Edith A. Phelps, C. F. D. Belden, and the following representatives of affiliated State library associations: Henry N. Sanborn (Indiana), Lillian B. Arnold (Iowa), W. D. Johnston (Minnesota), Jesse Cunningham (Missouri), Mrs. M. C. Budlong (North Dakota), Lillie M. E. Borresen (South Dakota).

First Session

President Wellman announced that the first item of business was the consideration of an application from school librarians for admission as a section. In accordance with the provision of the constitution, this was referred for consideration to a committee, consisting of Mr. Carlton, Miss Rose and Mr. Wyer.

Report on Petition for School Libraries Section

The special committee appointed by the President to consider the petition for the establishment of a section for school librarians respectfully submits the following report:

The conditions prescribed in Section 8a of the By-laws, viz., that such petition "shall be presented only by members actively engaged in the work of the proposed section and by not less than twenty such members," have been duly fulfilled.

The Committee finds reason to believe that there is likely to be in the near future a rapid and extensive development of activity in this field of library work, and that the existence of a section of the American Library Association especially devoted to its study and discussion would be of material aid to those professionally concerned with it. The Committee is also of opinion that the work and problems of the school librarians are sufficiently different from those of other library workers to justify their special organization as a section in accordance with the provisions of the By-laws.

The Committee therefore unanimously recommends that the petition be granted,

and that the official title of the proposed section be "School Libraries Section."

Respectfully submitted,
W. N. C. CARLTON,
J. I. WYER, JR.,
GRACE D. ROSE,

Committee.

On motion of Mr. Carlton, the report was adopted, carrying with it the recommendation that the petition be granted.

Some Points in Library Ethics

President Wellman said that at the meeting of the Council last winter in Chicago certain points in library ethics were discussed which proved interesting and important, and it was felt that similar points not covered at that meeting would be profitable for discussion at this time. These points had been listed, and the first was "The librarian's relation to his trustees," which discussion would be opened by Mr. J. T. Jennings, librarian of the Seattle Public Library.

Mr. Jennings said that the relation depends on at least four things: 1st, the type of library; 2d, the size of the library; 3d, the kind of trustees; and 4th, the kind of librarian. In order to limit the scope of his subject, he had decided to confine his remarks to the relations between trustees and librarian in the large public library, but that the ideas he should advance may apply equally well to other kinds of libraries. Of that he was not certain. They would not, however, be applicable to the small public libraries. In the smallest public libraries the librarian is likely to be a person without training and with little experience, and consequently the trustees will need to give more direct personal attention to the selection of books and to nearly all other library matters. Even in public libraries of medium size the trustees will often need to take into their own hands the management of the business side of the library.

The attitude of the librarian toward his trustees individually must depend somewhat on the trustee. As we all know, they are of many kinds. Mr. Jennings had had

on his boards, for instance, at different times, physicians, lawyers, manufacturers, business men, two women, a banker, the editor of a German newspaper, a walking delegate for a labor union, a saloonkeeper, mill workers, a Jewish rabbi, a Catholic priest, and two college professors. This was as it should be, of course, in a democratic American community, but it emphasized the point that different trustees have different attitudes and ideas and the librarian must approach them with tactful consideration of their individual viewpoints.

There are two kinds of trustees that try the librarian's patience—one the incompetent or uninterested trustee; the other the over-interested or meddling trustee.

Speaking of the latter class, Mr. Jennings said there was the man who considers the librarian as a servant and not a co-worker with the board. This type of trustee endeavors to promote his own plans or ideas by assertion rather than by argument, and the question of the expediency of his plans and their effect on the other work of the library is apt to be ignored. He concerns himself with the details of the librarian's work by dictation rather than by conference and suggestion. One of the worst things done by this kind of trustee is to deal directly with the subordinates in the library. When the meddling reaches this stage, it promises disastrous results, and the other trustees should protect the librarian's authority by taking prompt measures to stop it. As a rule, he felt that in the larger libraries it would be better for the board to replace its librarian by a new appointee than to undertake themselves to do the work of an incompetent man. This tendency to interfere in matters that should be handled by the librarian usually shows itself in newly appointed trustees. They have not yet become adjusted to their duties, do not understand the board's plan of work or the functions of trustees, naturally wish to be active and justify their appointments, and sometimes feel that they were appointed for the specific purpose of over-

hauling a decrepit institution. Mrs. Schwan in "News notes of California libraries" gives it as her opinion that "the meddling trustee is a greater nuisance than the careless one, since his tendency is to disarrange and impede, and the careless man, while he is not of much use, still does no active harm."

The ideal board of trustees for a large public library would be composed of men from various walks in life, men who had made a success of their own business or calling, men who would grasp in a broad way the mission of the library, men who would be able to choose and keep a good librarian, and men whose standing in the community would enable them to secure the funds necessary for the support of the library. With such a board the librarian's task is a pleasant one, and if the librarian is equally competent, the question of etiquette would seldom arise.

Such a board would consider itself the legislative body and would regard the librarian as its executive officer. It would outline policies in consultation with the librarian and would leave to the librarian the details and methods by which these policies should be carried out. It would judge as to the success of the library by the general results rather than by small details. It would invite the librarian to be present at board meetings. It would endeavor to defend the librarian and the library against unjust criticism and would protect the librarian by deciding for him delicate questions of book selection, or book rejection, or policy. It would frown upon attempts of employees to secure favors from or make complaints to trustees as individuals. With Dr. Bostwick, he believed that the trustees should take the layman's viewpoint and that as representatives of the people they are interested in results as distinguished from methods, the methods being the business of the librarian as expert administrator. Also that the board should consider what should be the results aimed at, formulate its conclusions, communicate them to the librarian,

and then hold him responsible for their attainment.

But the librarian, too, has his duties and obligations. To quote Mr. Crunden:

"If the librarian has established a reputation for good judgment—in other words, if he has proved himself thoroughly competent—his recommendations should, and will, have great weight. While he should freely state his opinions and his reasons therefor, he should not urge them unduly, for he must remember that not he but the trustees are responsible for the management and expenditure of the library funds. And in all things he should cheerfully acquiesce in the decisions of the board and carry out their instructions with a hearty loyalty, even when the course decided on runs counter to his judgment. This goes without saying: it is of the very essence of organization. He rightly expects the same spirit of subordination and co-operation from his assistants; and only by their thorough execution can it be determined whether the orders in question were judicious or not. Wise measures may fail through a half-hearted enforcement."

During the early part of his administration, a librarian should refer many things to his board that later on the board may leave to his judgment. That is, he should not grasp for authority, but let it come to him gradually, as his trustees gain confidence in his ability and judgment.

He thought it would be granted, also, that if the librarian is considering the acceptance of a position elsewhere he should not play one position against the other for his own pecuniary advantage. He also thought that all would agree that the librarian should not be chosen for any definite term, but should hold office during the pleasure of the board. Mr. Jennings said he would be glad to know whether the Council thought a librarian should place his resignation in the hands of his board to be accepted at their pleasure. Situations might arise in which the librarian might consider it his duty to the community to resist the tendencies of his board and not to resign.

In considering the duties of trustees and librarians we inevitably reach the conclusion that the best success of the library depends upon perfect harmony between them. Both librarian and trustees should show tact, courtesy and consideration in dealing with each other. Both are supposed to be working for the interests of the library, and to do this they should trust each other and work together with complete understanding. Even a board that is inclined to take the direct management of affairs in its own hands would find it to their advantage to ascertain the views of the librarian on the subject under discussion before acting.

Differences between trustees or between trustees and librarian should be confined to the board meetings. When relations become too strained, there should be either a change in the board or a new librarian.

In selecting building sites, the board should decide, but should consult the librarian.

As to plans for buildings, the librarian's ideas regarding interior arrangement should be given great weight, even though final decision rests with the board.

In selecting books and periodicals, the board, in consultation with the librarian, would outline general policies and in certain specific cases would take definite action in the rejection or approval of books, where the decision might be an embarrassing one for the librarian to make. But in the large public library the general work of book selection can be handled best by the librarian and his staff. They are usually better equipped to do the work, can get quicker action, can follow the policies outlined by the board, and will need to refer to the board only the borderline and difficult cases.

In the work of securing funds, whether they are derived from taxes or from donations and endowments, the trustees should take the leading part. The plea of a trustee for money will be stronger than that of a librarian, because the trustee stands on the vantage ground of disinterested service. The librarian, on the

other hand, might be considered to be financially interested, or perhaps would be looked upon as an ambitious and enthusiastic specialist.

Mr. W. L. Brewster, an efficient and valued library trustee of Portland, Oregon, thinks that "no librarian should ever be allowed to ask for library money, either from public body or private person." In his own experience the speaker frequently had had to take an active part. For instance, he was present each year with his trustees when they appeared before the City Council to discuss the proposed library budget, and he was also sometimes under the necessity of defending the budget before individual members of the City Council. He inquired if those present considered this bad form.

One other important phase of library work remains to be considered—the selection and management or control of the staff. The board and the librarian, working together, should devise and adopt a scheme that will place the library service on the merit system. This scheme should state the requirements for appointment, the scale of salaries, the basis of promotion or transfer, the method of removals, vacations, hours, holidays, leaves of absence, etc. When it comes to the practical application of the scheme, that should be left to the librarian. That is, he should be free to choose his assistants from those qualified under the scheme of service. And when he recommends a removal, his board should stand with him and strengthen his hands. In no other way can an efficient service and effective discipline be maintained. If under this system the librarian makes frequent blunders, the board should replace him.

So much for the application of our principles to definite library problems. In Mr. Bolton's "Canons of ethics for librarians" (Public Libraries 14:203) he had three paragraphs regarding the librarian's relations to his trustees: (1) responsibility, (2) loyalty, (3) sincerity.

The speaker had no disagreement with these, but suggested the following addi-

tional canons for discussion, some of which are perhaps too obvious to need stating:

1. **Mutual understanding.** To promote mutual understanding, a librarian should cultivate the personal acquaintance of the members of his board of trustees.

2. **Fairness.** Example: When considering a position elsewhere, a librarian should not play one position against another to his own pecuniary advantage.

3. **Modesty.** Three examples: (1) The librarian should not inaugurate new departures without first consulting his trustees. (2) It is highly desirable that the question of an increase in the librarian's salary should originate with the trustees rather than with the librarian. (3) Should the librarian file his resignation with the board, to be accepted at their pleasure?

4. **Discretion.** In difficult situations it is sometimes necessary for the librarian, when consulting with some of his trustees, to discuss the points of view of trustees not present. These cases should not occur frequently and should be managed discreetly.

5. **Courage.** Example: In considering the policies to be pursued in such important library matters as the selection of books, selection and control of staff, planning and location of buildings, attendance of librarian at board meetings, etc., the librarian should not hesitate to present his ideas to the board, though he should, of course, consider the opportune time and the tactful method.

Dr. Bostwick (St. Louis Public Library), continuing the discussion, said that placing a resignation in the hands of a board is justifiable only where the rules do not allow removal, and where it seems nevertheless desirable that that shall be overridden. The first case he heard of was that of Seth Low when he was elected as reform mayor of Brooklyn. He appointed heads of departments with the understanding that they place their resignation in his hands. The board in a library generally has the power of removal under some restrictions. It therefore seemed unneces-

sary for a librarian to place his resignation in their hands.

The president announced that the question of "Recommendations" would be opened by Mr. W. N. C. Carlton, librarian of the Newberry Library, Chicago.

Mr. Carlton said he did not feel himself especially qualified to discuss the subject; that his knowledge of recommendations had come chiefly through experience, but there was no question of the importance of the topic. There is the responsibility assumed by the person who writes the letter, and there is the state of mind of the person who reads that letter with a view to basing his judgment on the acceptance or non-acceptance of the third party, the one for whom the letter is written. The speaker said that if he could change the psychology of the man who is going to read that letter, he could write a perfect and a truthful letter of recommendation; that until he could change the psychology and the mental approach of the man reading that letter, he feared he could not do much differently than he had done in the past. That practice was to try and write a composite impression of his knowledge of and experience and relations with that person. That leaves out all the little defects and flaws which inevitably occur in all human relations. They do not appear in the composite if it is a favorable one. We question the rightness of universally favorable letters of recommendation. There is a basis of truth and a right instinct about that. His particular difficulty had been that the least statement that seems to throw any doubt on the fact that the person about whom this is written is not an angel from heaven at once sets up an inhibition in the mind of the reader of the letter. He says to himself instinctively, "I wonder what is being kept back! Why is it not stated?" He did not see for himself any other way than to give as truthful and as honest a composite statement as possible of his experience with and knowledge of the person as a fellow worker. That is not satisfactory, and that is the reason why we are now discussing

it. One other thing: suppose in a given library a person had not been all that the chief had hoped for. Suppose he could not give a blanket approval. That leaves always the possibility that in another library in another position or department of library work none of these things which have been so unfortunate will occur. We should consider that chance of favorable conditions occurring in library B which did not occur in library A. It is a great responsibility to say or to do anything that may be a permanent handicap to the progress and usefulness and employment of any one of our fellow creatures, especially if it be one of our fellow librarians. We have a particularly fine service to render to our community. Sometimes some of us get into the wrong niche. That fact should not handicap us from all possibility of getting into the right one, and there is danger involved that great injustice may be done to someone. It is instinctive in us not to wish to harm the prospects or chances of a fellow worker who may do much better in another place than in the place that we have known.

Miss Rathbone (Pratt Institute School of Library Science) said that the subject of recommendations comes as close to the library school director as to anyone. You have only your own judgment to study the person of whom you write and the person who is to read the letter. That person may be disappointed, and your reputation may suffer a little, but that need make no difference. To the library school it is a very important thing, because the reputation of the school depends on the honesty that comes from that school. She pleaded for a change in the psychology which Mr. Carlton thought so difficult. Would not every librarian rather have a letter of recommendation that stated the disadvantages as well as the advantages, the strong as well as the weak points? Would not they rather make up their minds from a perfectly fair statement of all the elements involved than from simply a favorable notice of the points that can be commended? Unless

there is that attitude in the profession of wanting it, and being willing to judge the matter in the same spirit of fairness, library school directors are under a terrible handicap in the matter of directing their work.

Dr. Andrews (John Crerar Library) said a letter of recommendation is a letter of commendation. When he gave one he expected it to be taken as such on the points where that person is at least as good as the average. If he said that a person is intelligent and industrious and did not say that she is tactful or accurate, he did not want to be understood that she is tactful and accurate.

Mr. Dudgeon (Wisconsin Free Library Commission) felt that the psychology of the person who receives the letter would take care of itself. If a person in absolute honesty writes a letter, he was inclined to think the intelligent employer would recognize that as a frank letter, and would not over-emphasize any weakness mentioned. It seemed to him that was the only kind of recommendation that should go forth; and that it should always go direct to the employer, and the person writing it should know as much as possible about the demands of the position and the person whom he is recommending.

Dr. Bostwick said that while he agreed in general about the inadvisability of a general recommendation, it seems to him it could be given where it takes the place of the library school certificate, that such a person has been in the employ and gave satisfaction in such employment. That is absolutely true, and can be presented anywhere.

Mr. Legler (Chicago Public Library) asked whether, after all, it is not more important that the psychological insight should be possessed by the recipient of the letter rather than by the writer. He had in mind a typical case. A letter of recommendation came to his hands, and every word was absolutely true as to the ability of the person recommended along certain lines of library work. But there was a serious omission. The writer failed to

mention the fact that that person had one grave defect which nullified all good qualities. There is, therefore, a question of psychology which has not been fully nor satisfactorily answered.

After some further spirited discussion on this subject, President Wellman announced that the next topic, "Obligations to fellow librarians," would be presented by Miss Mary W. Plummer, director of the library school of the New York Public Library.

Last year, Miss Plummer said, the Council discussed the ethics of the engagement of a library assistant by another library without consulting the assistant's actual chief. She was inclined to feel that this might be divided into two questions, viz., the engagement of a minor assistant, more or less easily replaced, and the engagement of an important assistant, not easily replaced. In the former case it would seem to be unnecessary to consult the chief; in the latter, obligatory.

Instructors in library schools should never be asked to desert their positions for others during the school year; and if offers are accepted during vacation time, or during term time for a future date, the director and principal should at once be informed. Teachers should be under virtual contract, as in most teaching institutions, since the possibility of selecting a teacher judiciously or securing one on short notice is well known. A change of teachers may mean reorganizing an entire year's schedule.

Under "Notice of resignation," she could not concur with Mr. Bolton when he states that an assistant should consult his librarian before applying for another position. His application might be under consideration for some time, and during all that time both librarian and assistant would live in an uncertainty that would be detrimental to the work. If the assistant is dissatisfied and, in a general way, looking for a change, it is perhaps only fair that the librarian should know, and this may lead to improved conditions for the assistant. But a *bona fide* application for a

definite position is a confidential matter, and the assistant is within his rights if he gives the regular notice of resignation. Courtesy and good-will would, of course, lead him to give notice as soon as the other position was assured to him.

A more poignant offender against library ethics is the librarian who gets rid of an unsatisfactory assistant by "working him off" on another library or on a library school. Instances of this are not unknown, and one in particular was helped to a position for which the very best of candidates would have been none too good, simply because his chief could stand him no longer or find any use for him.

The question of "Expert advice" seemed to her partly one of trustees' ethics. If the librarian should not accept an invitation to give advice, unknown to the regular incumbent, the trustees should not give the invitation without notifying their librarian. With a sensible librarian and tactful trustees the whole matter could be made one of co-operation.

"Use of his name." The European rule—at least, it prevails in some European countries—that a librarian shall not be a private collector of anything that would bring into conflict his own interests and those of the library seemed to her a good one. Librarians should be grateful to a code which would forbid their having a financial interest in publishing, printing, binding, library furniture or library supplies. If the librarian invents and patents something under his own name, it is another matter. It is the concealed ownership or agency that should be prohibited. The "pushing" of library wares of any kind should be discouraged by the code, as an ulterior motive is likely to be attributed, even where it does not exist.

She would add to the above that it is a flaw in library ethics for the librarian to accept gifts of value from firms with which the library has dealings, hospitality which would not be offered except for commercial reasons, or subscriptions which may be regarded as binding him in any way to substantial returns. However in-

nocent of actual wrongdoing a librarian or an assistant may be in such acceptance, it shows a lack of delicacy and of a fine sense of what is due to one's profession. If one renders the *quid pro quo*, he is making the library pay his personal debts; if not, he is making himself a debtor with no intention of paying. Where there has been fault in these respects, it has been due largely to want of thought and of an aroused conscience.

In reply to a question, Miss Plummer said she did not consider it was good taste for a librarian to print library statistics which exhibited the superiority of his own library over those libraries whose statistics were given.

Dr. Andrews did not feel that a librarian was justified in giving time and service due his institution in answering questions which more properly came within the province of a neighboring institution; that, for example, a simple Latin quotation might be verified at the John Crerar Library, which specializes in the sciences, but that if the quotation required much search he would be warranted in referring the inquirer to the Newberry Library, which included the classical languages among its specialties.

The next topic under the general head of library ethics was "Lending one's name," and the discussion was opened by Dr. Chalmers Hadley, librarian of the Denver Public Library.

Dr. Hadley said that probably the framers of the program had in mind the use of names of librarians for publication. Many librarians received this autumn a letter from a certain publisher asking for a letter of recommendation of a work recommended by Joseph Choate and Judge Gary. It takes much self-denial not to appear in such distinguished company. As professionals, we rule against publications more frequently than otherwise. Last year certain librarians in Great Britain lent their names in an adverse way to the latest book of a very popular English novelist. The fact that those names appeared in such a conspicuous place made the book

become one of the greatest sellers in Great Britain, and also in this country. To oppose or criticize a book adversely, while not an ethical infringement, is poor judgment, and will give the book prominence. So we should be chary in lending our names, even adversely. A certain reference book for children has been criticised adversely by many of us. The speaker gave his moral support to the adverse criticism. The book was not desirable for the children's room; it lacked the proper index; the material on the same subject was scattered through several volumes, and the illustrations were not good. But he had seen a use for that book in the home library for the child. There he does not need an index, because he has all the time he wants. He will begin at the front cover and meander through the three volumes. It would, therefore, be unfair to the publishers of this book for librarians to give their names in an adverse way on this publication because the book does not meet certain library requirements and is not the best thing for library use.

Specific objections to a librarian's giving the use of his name result from the fact that when a librarian recommends a book or library device it usually is because the book or device fills some specific need in his library. His recommendation can be made to apply generally to the article, which is not the librarian's intention.

Also, a librarian giving his name may be placed in an embarrassing position if he recommend, for example, a series of books before the series is completed. The first volume which he recommends may be excellent and the series itself may deteriorate. A librarian is justified in recommending a book or device to the extent of informing the publisher or manufacturer that he may refer inquiries to the librarian, who can then answer such to the best of his wisdom.

Mr. W. O. Carson, librarian of the London (Ont.) Public Library, discussed the phrase "Accepting favors." The following is an abstract of his remarks:

In the present state of society it is im-

possible for a librarian to refuse all kinds of favors, but he should at all times avoid accepting any valuable considerations that might be looked upon as inducements or rewards.

In dealing with gifts, the following questions should be considered:

1. What is the value of the gift?
2. What is the object or motive underlying it?
3. Is it intended to serve as an inducement or reward?
4. Is it secret?
5. Would either the giver or receiver object to the library board knowing of it and the whole circumstances connected therewith?

The value is often indicative of the object and motive. Gifts which are substantial and disproportionate are always suspicious and should not be accepted without the sanction of the library board. Secrecy is the chief characteristic of a corrupt gift; therefore, no gift that might arouse the slightest suspicion should be accepted without disclosing the material facts connected with it. When the motive of the giver is suspicious, the gift should be returned. This should be done in a manner that would cause no offense. The librarian might thank the donor for his expression of good-will and say that, as a public official, acceptance of such gifts is not within his power, and that it is returned with the assurance that the donor will appreciate his position in the matter.

If a gift of slight value, and such gifts are not received often from the same source, and it is within the knowledge of the board that the librarian accepts such gifts, it might properly be accepted without notice being given to the board; and in cases where gifts such as an inexpensive book are open and the practice prevails and there is no attempt at deception, acceptance without notice might be deemed proper.

A favor that does not take the form of a material gift should be avoided if library patronage is likely to be expected in re-

turn or if the acceptance of the favor is likely to jeopardize the librarian's independence. When advice is required from an expert, it is usually wise to pay for it; particularly when the expert is in a position to carry out work or supply merchandise that may be required in following the advice in his report.

Private business interests of the librarian.—The librarian should be thoroughly conversant with the law of his own state or province concerning members of boards and municipal officials and their private interests that enter into business relationships with the institutions that they represent. The letter and the spirit of the law should be observed. In cases where it would be perfectly legal and where it would be decidedly to the interest of the library to have dealings with a firm or to purchase any article in which the librarian has a financial interest, it would seem right and proper that such dealings should take place; but the librarian should make full disclosure of his private interest to his board. It would be indiscreet and unfair for the librarian to deal with a firm in which he has an interest, when competition may be had among other supporters of the library and the advantage of dealing with his firm is not quite manifest.

The librarian should see that no undue influence is brought to bear upon any assistant or caretaker who may have power to purchase goods or on whose recommendation large purchases are made.

The president called for opinion as to whether a formal code of ethics for librarians was desirable, and the consensus of view seemed to be that unless one could be formulated which was more practical and less weighted with the obvious than those of some of the other professions, it would hardly be of service. No definite action was taken.

Clearing House for Labor-Saving Devices

The chairman of the Committee on Library Administration, Dr. George F. Bowerman, presented the question, "Should the Association establish a clearing house

for information on library labor-saving devices?"

Dr. Bowerman said that he recommended some time ago to the Committee on Library Administration that the next time the Association met in a large city there should be an exhibit of labor-saving devices. The conference at Washington afforded the opportunity for having such an exhibit, which was well attended, and of such general interest and value that many letters had since then been received asking for information not given in the handbook prepared for the occasion. Probably most members present had read the article by Mr. C. Seymour Thompson, who had charge of this exhibit, which was printed in the November, 1914, Bulletin of the A. L. A. In this article Mr. Thompson discusses the desirability of having some central clearing house established where impartial information regarding the relative merits of various devices can be secured and the experience of users can be learned, and expresses the willingness, if the Association desires, to conduct the necessary correspondence and formulate the returns from a suitable questionnaire on the subject. Dr. Bowerman passed about some sample questions that such a questionnaire would include and the list of devices (some 60 in number) about which information would be sought. After this information is gathered it would be the intention of the committee on administration to have it available to all members of the Association.

Dr. Andrews stated that the committee on permanent headquarters for the Association several years ago included this feature as one of the desirable objects to be attained, and he therefore moved that it be taken as the sense of the Council that it would be to the advantage of the Association to have information in regard to such devices brought together from time to time. Motion duly seconded and carried.

Mr. S. H. Ranck (Grand Rapids Public Library) said that a few years ago the question of the effort on the part of cer-

tain publishers and periodical subscription agents to maintain certain prices was brought up and that, due to legal action taken at that time, no attempts at restraint of competition had been detected until a very short time ago. Within a week he had received a letter which led to the belief that the plan was being revived, and he wished to know whether other librarians were being forced to pay more for periodicals.

Several reported this to be the case and felt that it was due to a periodical subscription trust. On motion, action was deferred until a later meeting of the Council.

The session adjourned.

Second Session

"Social surveys by libraries" was discussed in a paper by Dr. W. Dawson Johnston, librarian of the St. Paul Public Library.

Social Surveys by Libraries

The increasing number of social surveys and their increasing importance in the formulation of municipal policies makes it desirable that librarians should consider what they can do to assist those engaged in such surveys and how they may be organized with a view to promoting the solution of library problems.

The importance of this form of social investigation was recognized by the Russell Sage Foundation in the establishment of a department of surveys and exhibits in 1912 (Survey, Oct. 5, 1912); its extent is indicated in the bibliography compiled by Zenas L. Potter, of that department, and published as the Bulletin of the Russell Sage Foundation library for December, 1913. This bibliography recorded the published results of some 147 different surveys conducted by various communities, institutions, societies and individuals.

The first comprehensive and systematic survey conducted by a library was that inaugurated by the Brooklyn Public Library in 1908. A paper read at a staff meeting by Mr. Solis-Cohen, librarian of the Brownsville branch library, published in

the *Library Journal* for December with the title "Library work in the Brooklyn Ghetto," suggested the need of a similar record of conditions in the neighborhood of other branches. A committee was appointed to formulate plans for the survey. It satisfied itself, however, with general recommendations. The survey should, they said, include information regarding population, its density and nationality, religion, wealth, public schools, labor unions, and fraternal organizations. In addition to the neighborhood survey there should be an investigation of the circulation and shelf records with a view to determining what classes of literature are understocked or overstocked, and also a study of means which have been found efficacious in extending the influence of the library, and of plans which have not met with success. Uniformity in the reports was not sought, therefore no questionnaire was formulated. The results of the survey were embodied in written reports, illustrated by maps, charts, views, etc.; they were presented also in a library exhibit, and in an article in the *Library Journal*, February, 1910, summarizing the reports and describing the exhibit.

The Minneapolis Public Library survey inaugurated in 1913 directed special attention to neighborhood conditions; the librarian secured the co-operation of the Department of Anthropology of the State University; and a detailed questionnaire was elaborated.

The experience of these libraries as well as that of others which have undertaken less comprehensive investigations demonstrates the value of such surveys in bringing the library into closer relations with other institutions and in making the staff better acquainted with the opportunities for usefulness which exist in each locality.

Their experience also raises a question whether libraries cannot do more to promote such surveys. In none of the published surveys which I have examined have librarians been of any assistance whatever. This may be due to the fact

that their services have not been acknowledged; it is, however, more likely due, to the fact that these earlier surveys were poorly organized and poorly documented, and also to the fact that librarians do not yet realize how much these surveys may help in defining library problems, and are not prepared to assist those who do understand their value. A librarian may appreciate the value of local historical collections and may be a good custodian of such collections as have been entrusted to his care, but not be a successful collector of contemporary documents.

Although a library cannot ordinarily do much more than document survey work, it should not do less. The little brochure by Miss Florence R. Curtis of the University of Illinois library school, entitled "The collection of social survey material" is a useful guide in such documentation.¹ Local bibliographies are needed also.

I have said that a library cannot do much more than document surveys, but it can do something more, and that is see to it that surveys include the investigation of conditions of literacy. Only two of the general surveys which I have examined contain any information regarding the public library and its relation to the community, and only two have any data regarding books in homes. Obviously any survey of a comprehensive character or any survey should in the interests of the community include an investigation of the public library service, and for the information of teacher and librarian an inquiry also into the character of private libraries, in institutions, societies, and homes. These investigations of conditions of literacy may be made by librarians independently, or in co-operation with school authorities as has been done recently in St. Paul, but they can, I believe, be made more effectively if incorporated in a general survey program.

The results of these inquiries should be preserved not only in written form but also in map form. These maps may include one showing the location of each

¹This pamphlet is being reprinted by the A. L. A. Publishing Board.—[Editor.]

branch and the theoretical boundaries of the district of each. District maps may indicate the density of population, nationalities, occupations, the location of public institutions, churches, schools, and industries. The maps should show also the distribution of library registration and loans.

The most suggestive book on graphic methods is that by Willard C. Brinton recently published by the Engineering magazine co. as one of their Works management library. Among methods of graphic map representation described by him adapted especially to library use are circles drawn at one mile intervals from the library to show how distance affects registration, circles in each ward or district by their size or their number relative registration or circulation. Other devices used are shading by pencil or pen, water-coloring, colored paper, map pins with heads of colored glass, and bead wires.

It is desirable for purposes of comparative study as well as for convenience in office use to get as much data as possible on a single map but in maps for public exhibition much less detail is desirable.

Dr. Johnston spoke appreciatively of the excellent work in preparing and conducting civic exhibits of Mr. Edward L. Burchard, of the Chicago School of Civics and Philanthropy, 116 South Michigan Ave., calling attention to the fact that Mr. Burchard was largely instrumental in modelling the public health exhibit now at the Chicago City Club. Dr. Johnston said he liked to remember that Mr. Burchard was at one time a librarian.

The next business was the report of the committee to consider the advisability of revising the constitution of the Association. In behalf of two members of the committee the chairman, Mr. N. D. C. Hodges, submitted the following report:

Of the three members present of the Committee appointed to consider the advisability of amendment of the Constitution, two members are of the opinion that it is desirable to make certain changes and beg leave to present the following suggestions:

- 1) That Section 14 of the Constitution be amended by striking

out in lines 7 and 8 the words, "and 25 elected by the Council itself," and in line 16, "and the Council respectively."

- 2) That Section 3 of the By-laws be stricken out.

- 3) That Section 3a be made Section 3, and amended by striking out in lines 17 and 18 the words, "or to members of other," inserting the word "and" in lieu thereof.

In addition to the suggestions here made, these two members are of the opinion, that there are other points, fairly open to question, and that it is desirable for the Council to discuss them, preparatory to making suggestions in relation to them.

- 1) Annual vs. biennial meetings of the A. L. A.

- 2) As to what shall be done about the precedent which has grown up into almost a law that the first vice-president elected one year shall become the nominee for president the next year. It is possible to conceive of one in the Association not a member of the Executive Board, as the one person that at a particular time ought to be president. The same position might also obtain in regard to one on the Executive Board.

- 3) The method of appointing members of the Publishing Board.

ALICE S. TYLER.

MARY EILEEN AHERN.

As a minority report Mr. Hodges submitted the following:

I cannot bring myself to join in the report signed by two members of the Committee. The Constitution as revised by an able committee was adopted only five years ago. So far as I have been able to ascertain, it furnishes a sufficient working basis for the Association, and, believing that any association's energies can better be expended on more vital problems than Constitution tinkering, I present as a minority report the recommendation that no amendments be considered at this time. It is with regret that I find myself at variance with those who have earnestly and persistently urged such amendments.

N. D. C. HODGES.

Motion was made and seconded that both reports be accepted, and the chair announced the subject as open to discussion.

On request, Mr. Hodges also reported that of the other two members of the Committee, "Mr. Gould, of Montreal, is one of the conservative members, and is opposed to amendment of the Constitution. The other member, Mr. Jones, of Salem, would approve of changes in Section 14, affecting the make-up of the Council."

Mr. Hodges said that he did not feel the Committee could act on these letters except in a very general way.

On request, Miss Ahern explained what was intended by the suggestions made by the two members, who reported in favor of the revision.

1) They thought that the Council was too large, and the idea of self-perpetuation back of the "25 members elected by the Council itself," was not in harmony with the democratic organization. This change, of course, would do away with Section 3 of the By-laws providing for it.

2) Inasmuch as there was misunderstanding as to who was to enjoy the privileges and advantages of the A. L. A. conference in the present wording of Section 3a, the suggestion was made that all members of affiliated societies stand on the same footing.

3) With regard to the questions calling for discussion before suggestions were made, there were many who thought that the rank and file of the Association would get more results by having biennial meetings of the A. L. A., if the state associations would alternate their meetings with those of the A. L. A.

With regard to the precedent by which the first vice-president elected one year, becomes the nominee for president for the next year, she pointed out that it was possible that one in the Association, not a member of the Executive Board, might be the one person who at that particular time, ought to be president of the Association. What steps the Association could take to break down the precedent, without seeming to cast reflection on the current vice-president, was open to question.

It was thought in many quarters that

inasmuch as the Publishing Board was organized very largely to prepare material for the small libraries and for commission workers, that a member definitely representing these interests, ought to be on the Publishing Board. The present wording of the section might also be amended to read more clearly.

Mr. Legler felt that irrespective of the merits of the case the desire for changes was due to restlessness which would remain as long as the Council, supposed to be a democratic body, was in any degree a self-perpetuating body. He felt a great deal of prejudice against any self-perpetuating body which is designed to be a representative body. In an organization where all members are on a level engaged in the same work each should have the privilege of saying who shall represent him or her. Until the Association has the privilege of electing all members of the Council we shall have this continued agitation.

Dr. Bostwick said that at the time the present constitution was adopted many felt that if the Council were elected by the great mass of the Association it would probably not contain those persons whom it was thought desirable should meet together occasionally and discuss library policy. Therefore the Council was given the privilege of electing 25 of its own members and becoming self-perpetuating. There was the feeling that if the Council were constituted in such a way that it could take the place of the American Library Institute, the Institute would be superseded by the Council, but this expectation had not been realized. He believed in some body of this sort, but believed there should not be two bodies. If the Institute is going to live we should make the Council thoroughly representative and discontinue such meetings as we have just held. The reason the Council is doing so well is because the Institute is becoming almost moribund. If the Institute was going to die he was in favor of having the Constitution stay just as it is.

Miss Tyler (Western Reserve Univers-

ity Library School) requested a return to the immediate question which was, whether the A. L. A., a democratic body and the creator of the Council, shall have the privilege of electing members to the Council taken away from it. She did not see that the question had anything to do with the Institute, but was one of organization of the A. L. A.

Dr. Richardson (Princeton University Library) was willing to acquiesce in the principle that under prevailing conditions it would be better to have all members of the Council elected by the Association. He thought the competition of the Council would result, not in the death but in the revivification of the Institute, and that we should secure from two competitive organizations larger results through the competition. He would be in favor of electing all members by the Association but not in reducing the number of members in the Council.

Dr. Andrews said his understanding of the reason for the present mode of electing members was that the Association at large did not in some instances know the men and women who would contribute to the Council and that many worthy and valuable members would be overlooked if choice were left entirely to the Association.

Mr. Legler said he was inclined to put a little trust in the members of the Association, take away the ex-presidents and the self-perpetuating body and give the Association the privilege of electing their own councillors.

Mr. Dudgeon favored the democratic origin of the Council but did not wish to see the membership decreased.

Mr. Ranck expressed similar views as to size of Council stating that after considerable study of the question he was convinced that the Council in its present size was not an unwieldy body.

Miss Rathbone called attention to the undesirable feature of that provision of the Constitution which forbids immediate re-election of a member elected by the Association whose term is expiring. It

sometimes happened that one whose membership expires is doing important committee work and it is of great importance that he be continued in the Council. Under the present system the Council has the privilege of re-electing such a member. The Council ought to provide for continuity of work and prevent lapsing before such work is finished.

The motion before the house was amended as follows: that both reports, majority and minority, be accepted, and printed in the Bulletin and that the discussion be continued until the next meeting. Voted.

Reading of Current Newspapers in Libraries

Discussion on this subject was opened by Dr. Frank P. Hill, Brooklyn Public Library.

He said the newspaper room began back in the days when newspapers were an expensive luxury in the family and it seemed a real duty of the public library to supply them, as it did books and magazines. The newspaper room early became an institution in Great Britain and in our country. It is so today in Great Britain, less so in the United States.

The reading room is a place used almost exclusively by men who come from the street in winter because of the cold weather. They want a place to rest and to get warm, and perhaps to pick up the news. Sometimes they take a snooze. Some libraries have done away with the newspaper to a great extent. In Brooklyn our Montague Branch which has a reference department, and our largest reading room, used to have papers from all over the country, and a selection from all over the world. Today they still have those papers; but they have to be asked for at the desk. As a consequence our reading rooms are clear of the class of people who came there to loaf. The low cost of newspapers today makes it possible for almost any one to purchase a copy; and the money which we have spent to supply

newspapers now can be better spent for magazines and books.

The experiment which we made five years ago proved so successful that we have kept it up ever since. There has been very little complaint or criticism of the action of the trustees in doing away with this general display of newspapers in the rooms. The atmosphere of the rooms is much improved and more serious reading has increased.

Mr. Hodges said that in Cincinnati they did away with chairs about ten years ago and relieved the atmosphere in that way. Some sleep standing. But an officer makes the circuit of the newspaper room and urges the sleepers to take a walk around the square.

Dr. Bostwick said it seemed to him entirely illogical to draw the line between periodicals published daily and those published weekly or monthly. The assumption seems to be that the daily paper is ignoble and the monthly paper valuable. You may have a paper in your home town which is more valuable than the monthly magazines on the desk. If he had to drop some papers he was sure it would not be the Springfield Republican or the Boston Transcript, or the New York Evening Post. It would be the American or the Cosmopolitan or Munsey's. We should keep many of the daily papers. It seemed to him there is reason for keeping them in considerable numbers. It is valuable for the person who keeps up with the times to make a comparative survey of all the papers. If he can go into a reading room where they are spread out, and run rapidly over them, he can get a valuable survey of the opinions of the newspapers of your town. In most of our cities we have men from all over the United States who esteem it a great privilege to be able to read the home news. We have adopted Mr. Hodges' plan of dispensing with seats. Our papers are on stand-up desks, and we have eliminated the loafer from that room. He believed that to be the best way. A man can go and sit down without asking for papers; but he will not stand up simply for the

purpose of loafing. Dr. Bostwick said he would dislike very much to discontinue their newspaper room.

The chairman said that local papers were read to a large extent by men and women out of jobs who were looking for employment, and who are too poor to buy the papers.

Uniform Library Statistics.

Dr. George F. Bowerman, chairman of the Committee on library administration, read the report of that committee on "Uniform library statistics." The report together with the appended schedules, definitions and rules, has been changed before being printed to harmonize with certain modifications introduced in the course of the discussion by the Council. The report follows:

To the Council of the American Library Association:

At the Council meeting a year ago one of the topics was the need for uniformity in library statistics. The discussion brought out the facts that although schedules for uniform library statistics had been adopted by the Association in 1906 on recommendation of the Committee on Library Administration (A. L. A. Proc. 1906: 146-53), not only had there been no general adoption of the forms but even that such a report existed seemed to have passed out of the recollection of most of the members of the Council. The matter was referred to this committee for report.

At the Washington meeting of the Council this committee's recommendation that the annual report of every library issued hereafter should contain at least one page of statistics in such form as to admit of easy comparison was favorably received and it was the sense of the Council that this committee should secure promises from at least 100 librarians to use the recommended form of statistics. On November 30 the secretary mailed to about 850 chief librarians or library members of the Association a circular letter prepared by this committee asking each librarian whether he would agree to print in his

annual report a separate statement based on the submitted form and rules or as they should be adopted at this meeting and inviting suggestions and modifications considered necessary or desirable to make the form acceptable.

Had it been practicable to send out the questionnaire a little earlier perhaps a larger number of replies might have been received. Even now it is possible to report 227 replies. Of them 171 accept the plan in full; 21 accept "so far as applicable;" 8 are vague in reply, and only 27 reject the plan.

The libraries accepting include among the larger and medium size libraries the four great public libraries of Greater New York, New York Public, Brooklyn Public, Queensboro Public and Pratt Institute, the public libraries of Atlanta, Baltimore, Birmingham, Boston, Buffalo, Chicago, Cincinnati, Cleveland, Dayton, Detroit, Grand Rapids, Indianapolis, Louisville, Minneapolis, New Orleans, Newark, Omaha, Pittsburgh, Providence, Rochester, St. Joseph, St. Louis, St. Paul, Salem, Scranton, Seattle, Spokane, Springfield, Mass., Syracuse, Toronto, Trenton, Utica, Wilmington, Worcester and (naturally) Washington. Among the larger municipal public libraries, although there are several librarians who criticize (many of them most helpfully) points of detail, not one finds our recommendations altogether unacceptable. The libraries rejecting the plan in the form submitted are composed almost entirely of college and reference libraries, whose replies indicate that a special form should be devised in order that their work may be set forth in statistical form.

The form sent out was based on Form II in the 1906 report. As that form was primarily designed for use by small libraries in their reports to state authorities, additions and modifications reflecting present practice, and making it adapted to all grades of libraries, at least all municipal free public libraries, have been introduced. An effort was made to include in the form only the most important statistical items: In the words of the circular

letter we are seeking "the irreducible minimum for the purposes of comparative statements." Only so is the form likely to prove most universally acceptable and be generally adopted.

The answers to the questionnaire have brought a wealth of suggestion and only a modicum of dissent. Such of the suggestions as seem most generally useful and most likely to prove worthy of adoption by the Council and by libraries generally have been incorporated in the mimeographed form with accompanying notes, definitions and rules that have been placed in your hands. These we now ask you to adopt for the use of the libraries of the Association.

Explanation and justification of the inclusion of certain items and for the rules proposed are perhaps incumbent on us. So many librarians suggested the desirability of subdividing the item "branches and other agencies" that we have done this. In order to comply it was necessary to frame definitions, hazardous as that always is. Numerous requests were made that we present a rule stating in the case of books sent to schools, whether each school room should be considered a separate agency or each school building. Present practice is so diverse that it is necessary to be somewhat arbitrary in order to be definite.

We have responded also to the request to include pamphlets, though this too required the offering of a definition.

Our rules for counting circulation seem to have been acceptable to all but a very few librarians. Their objections are so weighty as to require discussion.

In rule 2 in order to secure uniformity of practice we changed the wording from "may" to "shall," so that renewals, if made at all, should in all libraries count in circulation. In the light of the returns we wish that we had suggested as an alternative a rule providing that renewals should never be counted and asked that librarians vote to accept one or the other and then let the rule receiving a majority prevail. A few libraries lend books for 4

weeks instead of the more usual 2 weeks and have abolished renewals; others no longer count renewals. We believe that the 2 weeks period is still the more general one, that renewals are counted quite generally and that there would be opposition to a change in the practice. This report aims primarily to reflect present practice rather than to lay down new rules of practice.

In response to numerous demands we have inserted an item calling for the total number of registered borrowers. To make that item significant the length of the registration period is also called for.

The recommendation from many librarians that we call for the population we endorsed. In doing so we thought it more significant to ask for the total population served by the library rather than simply the population of the city in which the library is located. Thus the New York Public Library would be called on to give the estimated population of the boroughs of Manhattan, Bronx, and Richmond and not all of Greater New York; the Cincinnati Public Library would give the population of Hamilton County, etc.

The returns contained a number of suggestions that your committee would have been glad to include except that we felt that they would so overload the form as to make it unwieldy and consequently deter many librarians from adopting it. Mr. O. R. Howard Thomson, who has written so suggestively on the subject of library budget making, urged us to ask that the form contain items calling for volumes in library per capita, expenditures per capita, registration per capita; also percentages of distribution of expenditures among books and book binding, magazines and magazine binding, library salaries, building charges, etc. If the form presented is adopted and used most of these items can be computed and those of us who find instruction in such things will be able to compute such percentages. It is, however, not now opportune to include them in this form. The present desideratum is to get a relatively simple form adopted and used.

After the habit becomes fixed it will, if it then seems desirable, be time to put forward a more elaborate scheme. This reasoning also applies to the suggestions to include assessed valuations, tax rates, etc.

Many public libraries reported that they do not keep figures of attendance in reading rooms. One librarian of a small library reported that she would "begin keeping such figures today." Of course she should do no such thing. The questionnaire distinctly said "if kept;" it was not intended to imply any obligation in the matter.

A number of librarians reported that they do not keep separate statistics of accessions of adult and juvenile books and some do not keep separate figures of adult and juvenile circulation. It is not intended to require that each of the schedules be followed in its entirety if that will require a violent change from the past. None the less the closer each library can approximate to giving full returns on all points the more valuable for comparative purposes the returns will prove. If we should pick out any item for special emphasis it would be to point out the necessity for uniform observance of the rules for counting circulation.

As already stated most of the librarians who found the form so unacceptable that they felt forced to decline to use it were librarians of college and reference libraries. It should, however, be stated that a very considerable number of college librarians agreed to use the form "so far as applicable." This number included the librarian of Harvard College Library. It is quite evident, however, that in order best to meet the needs of reference libraries and make the plan acceptable to them a form specially designed to give statistical expression to their resources and work is necessary. In view of the fact that your Committee on library administration is composed exclusively of public librarians, we recommend that the College and Reference Section of the A. L. A. be asked to draft a form that will better meet the

needs of the libraries they represent. The local organizations of college librarians might also be asked to participate. This committee is willing, if it can have such specialized help, to bring in a further report including a form modified to meet the special needs of college and reference libraries.

Our specific recommendations are:

1. That the submitted form be adopted for use by free public libraries.

2. That once a year the secretary send a copy to each chief librarian or library member of the association with a request that—

(a) Each library fill out the form and return it to headquarters as soon as possible after the close of the library's own fiscal year.

(b) Each library publishing a report, print in the appendix thereof the library's statistics arranged in accordance with the A. L. A. form.

3. That headquarters tabulate the reports of libraries reporting on the forms and that such tabulation be included in the annual report of the secretary.

4. That the Committee on library administration be instructed to recommend from time to time such additions and changes in the forms as will make the statistics collected most instructive and helpful.

Respectfully submitted,

GEORGE F. BOWERMAN.

JOHN S. CLEAVINGER,

C. SEYMOUR THOMPSON.

Committee on Library Administration.

A. L. A. COMMITTEE ON LIBRARY ADMINISTRATION FORM FOR LIBRARY STATISTICS.

(Revised and adopted by Council, 31 Dec., 1914)

Annual report for year ended

19—

Name of library

City or town

State

Population served (latest statistics or estimate—state which)

Terms of use—Free for lending

Free for reference

Free to limited class, as students

Subscription

(Underscore words that apply)

Total number of agencies

Consisting of—Central library

Branches (How many occupy separate buildings?)

Stations

Other agencies (Subdivide: schools, clubs, etc.; also state number of school rooms and collections)

(See definition A)

Number of days open during year (Central library)

Hours open each week for lending (Central library)

Hours open each week for reading (Central library)

Number of volumes at beginning of year

Number of volumes added during year by purchase

Number of volumes added during year by gift or exchange

Number of volumes added during year by binding material not otherwise counted.

Number of volumes lost or withdrawn during year

Total number at end of year

Number of pamphlets at beginning of year

Number of pamphlets added during year

Number of pamphlets withdrawn during year

Total number of pamphlets at end of year

(See definition B)

Other additions (maps, manuscripts, etc.—enumerate)

(See definition of “added” and “additions” C)

Number of volumes of fiction lent for home use

Total number of volumes lent for home use

Number of volumes sent to agencies

(See rules for counting circulation D)

Number of prints lent for home use

Number of music rolls lent for home use

Other circulation (sheet music, clippings, etc.—enumerate)

Number of borrowers registered during year

Total number of registered borrowers

Registration period, years

Number of newspapers and periodicals currently received

(Give both number of titles and copies—not pieces)

Number of persons using library for reading and study

(Total figures of attendance in reading rooms, if kept)

| Adult | Juvenile | Total |
|-------|----------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Adult | Juvenile | Total |
|-------|----------|-------|
| | | |
| | | |

| Adult | Juvenile | Total |
|-------|----------|-------|
| | | |
| | | |

RECEIPTS FROM

| |
|--|
| Unexpended balance.....\$ |
| Local taxation..... |
| State grants..... |
| Endowment funds..... |
| Membership fees..... |
| Fines and sale of publications.... |
| Duplicate pay collection..... |
| Gifts |
| Other sources..... |
| (If extraordinary, enumerate and state objects) |

Total\$

PAYMENTS FOR

| |
|--------------------------------|
| Maintenance |
| Books |
| Periodicals |
| Binding |
| Salaries, library service..... |
| Salaries, janitor service..... |
| Rent |
| Heat |
| Light |
| Other maintenance |

Total maintenance.....\$

Extraordinary—such as

| |
|-----------------------------|
| Sites |
| New buildings..... |
| Additions to buildings..... |
| Other unusual expenses..... |

Grand total.....\$

NOTES, DEFINITIONS, RULES

A. Branches, Stations and Other Agencies

(Definitions based on Miss Eastman's "Branch libraries and other distributing agencies." A. L. A. Manual of Library Economy, ch. 15.)

A **branch** is an auxiliary library, complete in itself, having its own permanent collection of books, either occupying a separate building or housed in one or more rooms in a school, park or field house, social settlement, parish house, rented store, etc., and administered as an integral part of the library system, i. e., by a paid staff. To rank as a branch its hours of opening should approximate those of the central library.

Stations include deposit and delivery stations. Deposit stations consist of small collections of books (from 200 to several hundred volumes) sent for an indefinite term to a store, school, factory, club, etc. The collections are frequently changed; the station has some permanency. A station may be in charge of an assistant sent from the central library or neighboring branch, or a trained librarian employed at the expense of a coöperating institution or society, an office employe of a factory,

or a volunteer worker. Delivery stations have no books on deposit but fill orders from a central stock.

Other agencies. These embrace for the most part agencies to which traveling libraries are sent; the largest number of such traveling libraries (20 to 50 or more books) go to school rooms of grade schools. They include also fire engine houses, police stations, factories, clubs, missions, settlements, home libraries, etc. For the purposes of this report and to avoid inflated figures, each separate box of books should not be counted but only the different institutions to which books are sent. In the case of collections sent to schools, each building should be counted but once, though the report should also give the number of separate collections and the number of different rooms served.

B. Volumes and Pamphlets

(Based on Biscoe, "Pamphlets," World's Lib. Cong. Papers, 826.)

A **pamphlet** is a printed work consisting of one or more sheets of paper fastened together, but not bound. Unbound serials and sequents which as issued are intended to form component parts of a larger volume are not to be considered as pamphlets.

A **volume** is any printed work bound in stiff covers so as to stand on a shelf; also unbound books of over 100 pages.

C. Added and Additions

Volumes, pamphlets, etc. are to be considered as "added" to a library only when they are available for use; they are not to be considered as "additions" if they are simply in the possession of the library, but not yet in use.

D. Rules for Counting Circulation

(Where the word "book" is used, the rules should be understood as applying also to pamphlets and periodicals.)

1. The circulation shall be accurately recorded each day, counting one for each lending for home use of a bound volume, pamphlet or periodical. Supplemental figures recording (each group separately) the circulation of prints, music rolls, or other material, are also desirable.

2. Renewal of a book under library rules at or near the end of regular terms of issue shall also be counted, but no increase shall be made because books are read by others or for any other reason.

3. The act of sending books from the library to an agency of any kind shall not be regarded as an issue to be counted in the circulation, but the number of books sent to such agencies shall be reported separately.

4. In all cases books issued from an agency for home use shall be counted only according to the reported circulation, disregarding the act of sending them from the library to the agency and disregarding their use at the agency. In no case shall there be any estimation of circulation.

5. If it is found necessary to depart from these rules in any way, such departure shall be plainly stated in a footnote to the published report.

The presentation of the report on uniform library statistics was interspersed by lively discussion on many points, some of which were settled by vote.

The question whether in the case of collections of books sent to schools, the individual school building or the school room

should be the unit was discussed by Messrs. Hodges, Legler and Bostwick and the form was slightly modified as a result of that discussion.

The question of counting renewals was debated by Messrs. Carr, Strohm, Ranck, Bostwick and the chairman of the Committee. A show of hands indicated that the Committee was right in thinking that most libraries still count renewals.

The form as sent out to libraries and the report of the Committee as presented to the Council recommended the following rule, among those for counting circulation:

"3. The act of sending books from the library to an agency of any kind, no matter how temporary, including schools and traveling libraries, shall be regarded as an issue to be counted in the circulation in the following cases: (a) when the books are for the most part used in the agency but are not issued therefrom: (b) when it is impossible to obtain any report of the circulation; (c) when the reported circulation averages less than one per volume."

In defense of the proposed rule the Committee's report as presented said:

"Objection has been raised to rule 3a which is a change from the rule as laid down in the 1906 report and modified by the rules promulgated by the Committee on Library Administration in 1912 (A. L. A. Proc. 105). All of the objections came from thoughtful critics, among which number is the former chairman of this committee, Dr. Bostwick, who says: "There is, in my opinion, absolutely no excuse for counting books sent to a station and not taken thence for home circulation; they should be included in library use, precisely as they would be if read in a branch library." In the face of such an opinion it is incumbent on us to give very cogent reasons for the rule as proposed, particularly as it represents a change from the former rule as laid down in 1912 and therefore lays the committee open to the charge of being vacillating.

The drafting of this particular rule proved to be one of the most troublesome of our tasks. It was changed because it was thought that the rule as submitted better represents present practice than the earlier rule. It will be noted that in the re-drafted rules we have cut out the words "home circulation." That removes the objection that it is a misnomer to call such use of the books "home circulation." Sta-

tistics of circulation are designed to reflect services rendered by a library. Library circulation is of two principal kinds: (1) to individuals who come to the central library or one of its fully organized, extensively conducted centers, having complete facilities for keeping statistics and (2) to voluntary agencies which may or may not be willing or able to keep full and accurate statistics. When such figures of circulation from such voluntary agencies are kept they may be accepted as serving the purpose of measuring the service rendered. But when they are not kept or where the use of the books is confined to reading on the premises (e. g. at a police station or an engine house), a service has none the less been rendered by the library: circulating books (not reference books) have gone out and presumably been read. The circulating department of the library has done its part to prepare the books for circulation; the books have gone out at considerable expense for transportation; the intent in lending the books is that they shall be for popular reading and not for reference use. We contend that at the very least there is justice in counting in the circulation figures one for each volume so sent. We are quite willing to admit that, from a strictly logical standpoint, as set forth in this committee's 1912 report, the use of library books in a club, school, engine house, etc., is hall or library use, comparable with the pastime reading that is done in our reading rooms, in addition to more serious study. None the less, we believe that the rule represents actual practice better than the 1912 rule; that it better measures the intent and the actuality of the service rendered than the 1912 rule; and that in combination with rule 4 it prevents padding by only permitting the counting of definitely recorded circulation—either from the central library or from the agency, but not both. It was thought preferable to set aside the more strictly logical 1912 rule in order more surely to secure the adoption of a rule that would do away with the padded figures that result from estimates of circulation.

This point was debated by Dr. Bostwick, Mr. Hodges, Miss Power, Miss Rose and by the chairman of the committee. The arguments for the rule, as finally adopted, were substantially those given in A. L. A. Proc. 1912, p. 104-5. As a result the rule as it appears in the form was adopted. This provides for reporting

separately the books sent to agencies, but not for counting in circulation figures anything but actually reported home circulation.

Mr. Ranck urged that the item "Number of volumes lost or withdrawn during the year" be subdivided; also that a subdivision show separately books in reference collections and books in circulating collections.

Mr. Locke stated that he had a large reference library building which has no circulation at all and that it was operated entirely independently of his 14 branches; that this report gives no opportunity to say anything about reference work; that their method of computing statistics in the reference library may be crude but it is honest.

Dr. Hill inquired if it would not be well to refer the questions raised by Mr. Ranck and Mr. Locke to the college and reference section. Let us keep the form as simple and compact as possible. We want it for use not only among ourselves but to show to laymen. Trustees want to know what is being done along certain lines in different libraries in a comparative way.

The four recommendations in the report of the committee were voted on singly and all adopted.

Dr. Bowerman said it was his idea that the blank should be sent to the list of libraries to which the original form was sent—some 850; that if it went out with the endorsement of the A. L. A. he believed not only the 171 libraries which agreed to use it will do so, but that nearly all the others will come in as soon as it becomes an official matter.

On motion of Dr. Andrews it was voted that the report of this committee and the action of the Council thereon be communicated to the college and reference section, and that they be asked to formulate, in consultation with the Committee on library administration, such changes in the schedule as may adapt it to their use.

The secretary read a communication

from Mr. David Heald, of Harvard College Library, who on behalf of the secretary of the Conference of Eastern College Librarians, held at Columbia University, November 28, 1914, transmitted the following vote passed by the conference:

Resolved: That the Council of the American Library Association be advised that it is the sentiment of this conference that early action in the matter of an A. L. A. code of rules for recording library statistics is desirable; and that further it be requested, in case a complete code involves delay, to take action for the early definition of a few of the leading categories.

No action was taken in view of the recommendations and resolutions already adopted.

Mr. M. S. Dudgeon, chairman of the committee to investigate insurance rates for libraries presented the following preliminary report of progress:

Insurance Rates for Libraries

The questionnaire returned to the committee indicates that there is a surprising difference in rates in different cities. In some cases the rate is very low and in others it is almost impossibly high. These apparently vary from 25 cents per hundred for five year terms to 4.92 per hundred for three year terms. The committee does not care to draw conclusions until these figures are verified and investigated.

In some cities the rate is higher than the rate on other business houses, while in other cities it is much lower. In some cities the rates and regulations fixed by the Board of Underwriters has been accepted without question. In one city, however, the library authorities took the position that the libraries as a public institution and because of its character was a special and a desirable risk, and that the insurance companies were not bound by the rules, regulations and rates of the Board of Underwriters. As a result, the library got very favorable concessions.

Apparently some libraries do not realize that the insurance for three year term is twice the one year rate while the insurance for a five year term is only three times the

one year rate. The five year term seems to be an entirely proper one for an institution so permanent and constant in its character as is the library.

Until further investigation is made the committee can only recommend that each library investigate very carefully the rates, having in mind the possibilities that they have for many reasons a risk especially attractive to the insurance companies, and also holding in mind the fact that it has sometimes been possible to obtain concessions from the Board of Underwriters, because of the nature of the risk and the public character of the institution.

In this connection it might not be amiss to call the attention of library authorities to the co-insurance provisions in many policies. While a low rate is often secured because of this co-insurance clause, to employ it seems of somewhat doubtful advisability, since many library losses are partial losses due to interior fires and the amount then payable on a policy of insurance containing the co-insurance clause is disappointing.

The Language of the Policy

While some libraries have very carefully framed policies which fully cover all losses, other libraries have used the standard form which contains clauses excluding much of the property usually found in a library.

In the standard form of policy which is quite generally used, there is a paragraph which excludes, unless the liability be specifically assumed in the policy, all loss on awnings, casts, curiosities, drawings, dies, implements, manuscripts, medals, models, patterns, pictures, scientific apparatus, signs, store or office furniture or fixtures, sculpture, tools, or property held in storage or for repairs.

Card Catalogs and Similar Property

It is the general rule of insurance companies not to insure records for anything more than the value of the material upon which the records are recorded. Unless a special stipulation is made as to card catalogs, etc., great difficulty may be encoun-

tered in proving a loss resulting from the burning of this portion of the equipment. It would seem wiser in every case to enumerate the card catalogs, shelf lists, indexes, etc., and either to stipulate that their value shall be the cost of replacement, or stipulate that a certain fixed sum shall be considered the value.

The committee hopes after a little further investigation, to frame a paragraph which shall constitute a clear description of the property usually found in libraries and which may be used as a model in drawing up the written portion of policies.

Proof of Loss

Much of the property of a library is likely to be out of the building when a fire occurs. While library records show all the property which has been acquired and what has been temporarily removed, it will sometimes occur that the records are burnt with the property. While this would leave the library unable to prove to the last detail the whereabouts of each piece of property and possibly make it impossible for the library even to prove fully the property which it had acquired, the library is in no worse condition than is the owner of a mercantile establishment under a similar situation. In such cases the insurance companies will usually accept an estimate. Should the matter be contested, the courts will be inclined to adjust the loss upon the best estimate obtainable. We apprehend, therefore, that libraries in general encounter no difficulty in adjusting their damages because of their loss of accurate records. At the same time, if inventories, shelf lists, etc., could be preserved in a vault the library would be in a much better position in case of damage by fire.

Valuation

We think it has been quite generally estimated that the value of the books in an ordinary public library, for purposes of insurance, is at about the rate of one dollar per volume. This is only a general rule, the accuracy of which has not been established, and at the best, is subject to many

variations and exceptions.

The value of such articles as card catalogs, etc., is very difficult to estimate. It has been suggested elsewhere in this report that insurance companies do not usually insure records for more than the value of the tangible books or cards upon which the records are inscribed without allowance for other elements of value. The consequential damage resulting from their loss is something that insurance companies do not care to insure. It seems to the committee, however, that the value of a card catalog is neither the value of the tangible property upon which the data is collected nor is it the amount of the consequential damages that may result to the library if it is destroyed, but for purposes of insurance, it seems that the value of the card catalog should be its original cost or the cost of replacing it.

Fire Prevention

Good librarianship seems to call for a systematic effort to prevent fires. A campaign for fire prevention should possibly include:

1. Inspection of buildings to discover faulty construction, whether in flues, wiring or otherwise.
2. The prohibition of the accumulation of any material in such condition or in such places as would make fires possible.
3. The installation of fire extinguishers, and possibly the sprinkler system.
4. The instruction of the staff as to handling material, leaving interior doors open, use of fire extinguishers, prompt notification of incipient fires, etc.

State Insurance

We think Wisconsin is the only state which permits the insurance of public libraries and contents in the state insurance fund maintained by the state authorities. The Insurance Commissioner estimates that in that state the public libraries can save from 20% to 40% on their insurance premiums where taking out their fire and tornado insurance in the state insurance fund.

City Insurance

In some cities the municipal property including the public library is not insured, since the city, because it owns so considerable an amount of property, "carries its own insurance," as the phrase runs. From the standpoint of the entire city this is doubtless satisfactory, since the premiums paid for all city property would in the end amount to more than the sum necessary to replace any burned building. We call attention to the fact, however, that it may prove a most unsatisfactory situation so far as the library is concerned unless the city charges each department with an annual insurance premium and creates and carries an insurance fund. Otherwise the mere fact that the city carries its own insurance does not work to the advantage of the library, since there would, in such case, be no fund automatically available for the reconstruction of a library. Neither would there ordinarily be in the city treasury any funds out of which an appropriation could be met. The result would be that the library authorities would be compelled to enter into a campaign to cultivate public sentiment and to secure an appropriation for a library building much as though no insurance was carried. In other words, for practical purposes, the plan in vogue in some cities by which the city carries its own insurance without accumulating a special fund amounts to no insurance at all.

Mutual Insurance

The suggestion has been made that library authorities ought to institute a

scheme of mutual insurance. It has been argued that where such insurance companies have been established in any particular line they have in most cases resulted in considerable savings.

The Committee, however, is not ready at this time to advise such a step. The multiple duties of the librarians seem to be such at present as to engage their attention, and it does not seem clear that the advantages to be gained are sufficiently great to make it advisable to consider the matter at this time.

On motion of Mr. Legler the report was accepted and the committee continued.

The president stated that the subject of further consideration of the A. L. A. Book-list had been referred to the Council and would be taken up at this time, but no one present spoke to the question.

A vote of thanks was tendered to the Chicago Library Club for the entertainment given visiting librarians on the evening of December 30, at the rooms of the Western Society of Engineers.

A letter was read from Mr. J. C. Dana criticising the method of conducting Council meetings.

The League of Library Commissions submitted a report commending the bill introduced into the Congress by Congressman Green, of Iowa, providing for free delivery of library books on rural mail routes, and requesting commendation from the Council of the American Library Association. It was voted that this matter be referred to the committee on Federal and state relations for consideration and report.

The Council thereupon adjourned.